

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

33-16

5/23/16

## RESTRICTED USE OF PERSONAL AND GOVERNMENT FURNISHED ELECTRONIC DEVICES

### I. PURPOSE

This notice reminds FSIS personnel about the proper use of their own electronic devices (smartphones, tablets) and government furnished electronic devices and clarifies issues on the use of these devices.

### II. BACKGROUND

[FSIS Directive 1300.7](#), *Managing Information Technology (IT) Resources*, sets out the Agency's requirements regarding the use of electronic devices and FSIS Notice 64-15, *Use of FSIS Government-Furnished Equipment* sets out additional instructions and clarifications regarding the use of Government-Furnished Equipment.

### III. RESTRICTED USE OF PERSONAL ELECTRONIC DEVICES

A. FSIS personnel are not to use their personal electronic devices for official government business.

B. FSIS personnel are not to use their personal electronic devices to conduct the activities below. These are examples and this list is not all inclusive:

1. Using a smartphone or a tablet to take pictures in an official establishment;
2. Taking notes about an establishment's operations on a smartphone or tablet;
3. Recording video or audio in an official establishment on a smartphone or tablet; or
4. Connecting a personal smartphone or tablet to FSIS computer or network.

### IV. RESTRICTED USE OF GOVERNMENT FURNISHED ELECTRONIC DEVICES

A. FSIS personnel are not to use their government furnished electronic devices for personal use.

B. FSIS personnel are not to use government issued electronic devices to conduct the activities below. These are examples and this list is not all inclusive:

1. Downloading unapproved software or additional applications that are not already included on the smartphone or tablet. If there is need for additional applications, they

**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 6/1/17

**OPI:** OPPD

are to be approved by the Technical Configuration Control Board in accordance with [FSIS Directive 1310.3](#), *Technical Configuration Control Board (TCCB)*; or

2. Storing any personal information on a smartphone or tablet.

## **V. QUESTIONS**

Refer questions regarding this notice to the FSIS Security Operations Center at:  
[OCIOSecurityOperationsCenter@fsis.usda.gov](mailto:OCIOSecurityOperationsCenter@fsis.usda.gov).

A handwritten signature in black ink, appearing to read "David J. Seibert". The signature is fluid and cursive, with a large initial "D" and "S".

Assistant Administrator  
Office of Policy and Program Development